

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE 105  
NO.PAGE  
NO. 1

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

PURCHASING OFFICE ✓

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b><u>MATERIAL CONTRACTS</u></b></p> <p>This file consists of correspondence pertaining to material contracts. The non-executed material contracts are retained in this office for reference. The executed material contracts are retained in the Secretary Treasurer's Office with the Construction Contracts, although not specifically mentioned. (See Schedule 76, Item 1) The recommendation for the contract file in the Secretary Treasurer's Office reads as follows:</p> <p style="padding-left: 40px;">"Retain Permanently; Microfilm three years after date of last payment; Retain Microfilm permanently and destroy originals."</p> <p>The material is filed by contract number for the years 1950 to date and occupies 6 cubic feet in the office area. The annual rate of accumulation is 2 cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.</p>	<p>approved Hall of Records Commission</p>
2.	<p><b><u>SPECIFICATIONS &amp; PRINTS</u></b></p> <p>This file consists of the specifications (mostly 8½" X 11") submitted with the bids. The specifications are pulled from the file as changes are made in materials. The prints (of various sizes) are drawings of materials. This material is filed alphabetically by material and occupies 1½ cubic feet in the office area. It is used for reference. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>approved Hall of Records Commission</p>

7. Agency, Division or Bureau Representative

Paul A. Wilks  
Signature

Supervisor - Record Survey

Title

October 22, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/4/54  
Date

Morris G. Radloff  
Archivist

NOV 9 1954

Date

J. McElusker  
Secretary

EST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE NO. 105

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

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no.

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SPECIAL PURCHASES

This form A-690 (5" X 8") is a record of all special purchases of equipment, parts and laboratory supplies that are not kept in stock. The file is inactive at this time and is used for reference. The material is filed alphabetically by equipment and occupies  $4\frac{1}{2}$  cubic feet in the office area.

RECOMMENDATION: RETAIN THREE (3) YEARS AND THEN DESTROY.

approved Hall of  
Records Commission

4.

LOCATION OF EQUIPMENT

This unnumbered card (3" X 5") is a cross reference to the Special Purchase File. It shows the location of equipment being used, order number, where purchased and the item. The material is filed by location and occupies 2 cubic feet in the office area.

RECOMMENDATION: RETAIN THREE (3) YEARS AND THEN DESTROY.

Approved Hall of  
Records Commission

NOV 8 1953

*[Signature]*  
SECRETARY